

Supplier Y2K Capability Assessment Database Operating and Reporting Instructions

BACKGROUND

- The Supplier Y2K Assignment Database provides a consolidated listing of the Critical Suppliers identified by DLA and the Military Services. The list identifies the supplier assessment category (e.g., High, Moderate) and the office responsible for conducting the assessment. Prior to tasking field offices to do the assessment, the DoD Joint supplier Capability Working Group has “scrubbed” the list to eliminate any duplicate entries and identify those contractors that have reliably reported their Y2K status (e.g., Securities and Exchange Commission 10-Q or 10-K reports).

Note: If you find that a listed supplier is a publicly held company, or an affiliate of a publicly held company, please forward that information to David Robertson at david_robertson@hq.dla.mil before doing an assessment (Information on obtaining the Y2K status reported by publicly held companies is provided in Section VII of the assessment guide).

GETTING THE LIST OF SUPPLIERS

- Download “DCMCY2K.mdb” listed under Attachment 1 of the tasking memo. Rename the database using the CAO Code for your location (e.g., LB.mdb for DCMC Dallas).
- Open the database. The database is in Microsoft Access, which is exportable to most commonly used database applications. If you are unable to open the database at your location contact David Robertson, DCMC Paperless Contracting Center for assistance. Mr. Robertson may be reached at (703) 767-3351, DSN 427-3351 or e-mail: david_robertson@hq.dla.mil.
- Select “Preview Report - All” to view the entire list of critical suppliers and the corresponding CAOs assigned for assessment (over 100 pages).
- To view the suppliers assigned to a specific CAO, select the CAO from the pick-list titled “Preview Report – by CAO.”

ENTERING ASSESSMENT RESULTS

- Select “Y2K Input” to open the assessment worksheet. The assessment worksheet lists the contractors by CAO, by assessment category (i.e., 2 for “High” and 3 for “Moderate”).

- Use the pick-list at the top of the worksheet to select your CAO. The list of contractors assigned for assessment will appear. As you complete your assessments, update the worksheet with the following information:
 - Contractor Phone
 - Contractor Fax
 - Contractor E-mail
 - Contractor POC (the person in the company responsible for Y2K efforts)
 - Assessment date
 - Assessor Name (the person from the CAO doing the assessment)
 - Assessor Phone
 - Assessor Fax
 - Assessor E-mail

Questions 1 through 9 correspond to summary questions in the assessment "toolkit" (see Section IV). Enter "Y" for yes and "N" for no.

1. Does the supplier indicate that they have assessed the impact of the Y2K problem?
2. Does the supplier believe their manufacturing or management processes are affected by the Y2K problem?
3. Does the supplier indicate that they are already Y2K ready?
4. If not, does the supplier believe that they have developed adequate plans to become ready?
5. When does the supplier expect to be Y2K ready? (use QTR/YYYY format)
6. Does the supplier believe Y2K remediation will have a material impact on its financial stability?
7. Has the supplier developed contingency plans?
8. Is a follow-up assessment recommended?
9. From your assessment, rate the supplier's risk of Y2K related failure on a scale of 1 to 3 as follows:
 - 1 -- High: The supplier is at "risk."
 - 2 -- Moderate: Some aspects of the supplier's effort may be "at risk."
 - 3 -- Low: Y2K is being address and is not expected to be a problem.

Enter the "Type Review" code that best describes the methodology used conduct the assessment.

S – Securities and Exchange Commission 10-K or 10-Q Report

V – Site visit/discussion with management and key personnel

T – Telephone discussion with management

L – Contractor letter on Y2K status (explained below)

- The DCMC Commander, on behalf of the Military Services and Defense Agencies, sent a letter to all critical defense suppliers scheduled to receive a Y2K assessment (a copy of the letter is included in the assessment guide). Although the letter did not specifically request a response, many suppliers are voluntarily providing information to Headquarters DCMC on their Y2K efforts.
 - All supplier responses will be forwarded to the appropriate CAO.
 - When conducting the assessment:
 - Let the supplier know you have reviewed their response.

- Only ask about areas that are *not* addressed in the supplier's response, or need clarification.

REPORTING PROGRESS

CAOs shall update the database as the assessments are completed. A copy of the updated database file shall be e-mailed to david_robertson@hq.dla.mil. The first CAO report is due by COB on Friday, February 26th and every other Friday after that. The CAO's final report will state in the text of the e-mail message, "All assigned contractors have been assessed, this is our final update."